

Economic Development Citizens Advisory Committee (EDCAC)

Minutes for the September 14, 2016, Committee Meeting

Held in the Merrimack Memorial Room

Merrimack, New Hampshire

Committee Members

Present: Susan B. Lee, David Shaw, Dawn Shepherd, Ken Asai, Joshua Schiavone, Douglas C. Dowell

Absent: None

Excused: None

Town Council Representative: None

Guest(s): None

Public attendee(s): None

1. Call to Order

The meeting was called to order at 7:04 p.m., by Susan B. Lee, Chairperson.

2. Announcements

David reminded the committee that the 2016 Merrimack Fall Festival and Business Expo would be held on October 1, 2016, between the hours of 10:00 a.m. and 2:00 p.m., at the James Masticola Upper Elementary School. Susan asked if volunteers are needed, and offered assistance.

3. Business

a. Review of draft business survey (presented by Joshua Schiavone)

Joshua reviewed the format and questions for the business survey. The committee made the following suggestions:

- Opening line: 'EDCAC has developed this survey to assist the town in its efforts to attract and retain business.'
- Change 'What is the name of your business and your role with the company?' to 'What is your role with the company?' and move to the last question
- Add 'by phone' to 'How do customers access your business?'
- 'If your business grew, would you choose to expand in Merrimack?' – If no, add 'Why?'
- Change 'What expanded services would you like to have in Merrimack that would benefit your business' to 'What additional services'
- 'Do you consider the town website a resource for your business' – If yes, add 'What do you use?' If no, add 'Why?'
- Change 'Are you aware of the support services offered by REDEC?' to 'Are you aware of the business support services offered by REDEC?'

- Change 'What town business services have you used in the past?' to 'What business resources have you used in Merrimack? (e.g. Merrimack Chamber of Commerce)'
- Change 'What additional information could you provide that would help us assist your future business growth?' to 'What additional information or comments would you like to provide that would encourage future business growth in Merrimack?'
- Add 'Thank you for your participation!'

Susan asked to have the EDCAC logo added to the top of the survey. Doug moved that we approved the revised survey, and Dave seconded the motion. The motion passed 6-0-0. Susan will get EDCAC email login information for Josh so the survey is coming from a town email address. The committee would like to have hard copies available at the Business Expo.

b. Other topics that may be raised during meeting

- a. Doug told the committee about AARP's work with Plan NH, which focuses on allowing people to age in place by creating livable communities, adding bike paths and sidewalks. Municipalities can fill out a request for assessment, and Plan NH will make recommendations based on their findings. Doug would like to have David Preece from the Southern NH Planning Commission speak to the committee at the October or November meeting. The committee is interested, and discussed inviting people from the Town as well as the Town Center Committee, which is working on a similar project with Complete Streets.
- b. Susan shared that Merrimack barely qualifies for the New Markets tax credit. EDCAC will decline to look into it when Susan goes before the Town Council on September 22nd for the committee's annual review.

4. Approval of Minutes – 07.13.2016

Ken moved that the minutes should be approved and David seconded the motion. The motion passed 6-0-0.

5. PUBLIC COMMENT

No members of the public attended the meeting.

6. EDCAC MEETING SCHEDULE

The next meeting of EDCAC is scheduled for October 12, 2016, at 7:00 p.m., in the Merrimack Memorial Room.

7. ADJOURNMENT

Motion to adjourn the meeting was made by Doug and seconded by David. The motion passed 6-0-0 and the meeting was adjourned at 8:31 p.m.

These minutes are respectfully submitted to the Committee by Dawn Shepherd, Secretary.

These minutes were approved on XX/XX/2016, by a vote of X-X-X on a motion made by XXX and seconded by XXX.